



# **City of Norfolk**

**Posted: February 3, 2006**

**CITY OF NORFOLK  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR PROPOSALS  
for  
CIVIL ENGINEERING SERVICES**

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The City of Norfolk is requesting proposals from qualified and competent engineering firms, licensed to do business in the Commonwealth of Virginia, for the purpose of entering into a contract through competitive negotiations. Although Virginia law dictates contractual limits, this contract is intended primarily for smaller Public Works projects. Other related government organizations or agencies may be allowed to issue work orders under this contract, as permitted by the City.

Request for services may include, but not necessarily be limited to the following:

- Conduct site survey (property, topographic, photogrammetric, hydrographic, volumetric, and horizontal/vertical control surveys), prepare plats for land and easement acquisition, and land subdivision.
- Conduct engineering inspections, evaluation of public facilities and/or prepare reports.
- Perform civil engineering design for small projects, including preparation of cost estimates, preliminary design, final design, full contract drawings and specifications, and construction contract documents, reproduction services.
- Provide construction administration services which may include the following: assistance in pre-bid meetings, bid review and recommendations, and pre-construction meetings, holding on-site meetings with the contractor and/or property owners, conducting civic league meetings and public relations work, shop drawing review, issuing change orders, making periodic visits to the site to review progress of the work, conducting final and warranty inspections, and preparing as-built drawings for projects.
- Provide ad hoc professional services as directed by the Director of Public Works.

Your proposal should address the proposed work and should include the following information:

- Professional qualifications of the project team, including resumes of the key staff individuals and their background.
- Profile of the firm's principals, staff, and facilities.
- Profile of the subconsultants and their background.
- Previous experience with similar types of projects, including the scope of work, the client, the status of the project, and the year the work was performed.
- The proposal should include statements concerning the availability and accessibility of staff to perform the work.
- Appropriate brochures, photographs or printed materials may be submitted at your option.
- A list of current/proposed contracts in which your firm is engaged.
- A written statement attesting that your firm maintains an errors and omissions liability insurance policy with a minimum limit of \$1,000,000.

The City of Norfolk encourages the submission of proposals by all qualified minority and disadvantaged businesses, and the participation of these businesses on the design team. A listing of qualified businesses is available from the Virginia Department of Minority Business Enterprise ([www.dmbe.state.va.us](http://www.dmbe.state.va.us)). All responses shall include information on any minority participation, either in terms of personnel within your organization or the use of sub-consultants.

Evaluation of proposals will be under the complete jurisdiction of the City of Norfolk. It is the intent of this Request for Proposal that all services be prepared complete in all respects without need for engaging separate technical expertise of professional services.

These services may also be required during emergencies. This issuance of a Declaration of Emergency Conditions by authorized government officials shall cause any agreement or contract resulting from this proposal to be activated at the terms and conditions listed in the agreement or contract. The selected firms shall make available to the City of Norfolk, during the time of emergency, its time, equipment, and expertise in those services for which the firms have been previously contracted. Failure to comply may result in termination of the agreement or contract by the City of Norfolk.

Upon receipt of the proposals, the City will evaluate all materials submitted by responding firms and rank the proposals in order of qualifications by virtue of technical competence, general background experience, availability, etc. The City shall engage in individual discussions with two or more firms deemed most qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. After completion of the interview process, the City shall select the firm whose professional qualifications and proposed services are deemed the most meritorious. At that time, the City will enter into negotiations with the first choice firm to determine an agreeable method of compensation for service. If negotiation cannot be successfully completed with the first choice firm, the City will then negotiate with the second choice firm, etc. Upon completion of negotiations a formal contract agreement will be prepared and executed between the firm and the City of Norfolk.

All proposals are due in the office of the Director of Public Works, 7<sup>th</sup> Floor, City Hall Building, Norfolk, Virginia 23510, no later than **4:00 p.m., Thursday, February 16, 2006**. Five (5) copies of each proposal should be submitted. In no event should your proposal (including all covers, dividers, attachments, and brochures) exceed 20 sheets of paper (front and back may be used). If there are any questions concerning the proposal, please contact Mr. Rick Lobko, at (757) 664-4641.

Very truly yours,

John M. Keifer  
Director

Virginia Pilot – February 5, 2006  
DemandStar – February 5, 2006